

Classification: **Administrator III**
Position Title: **Deputy Director – PMC**
Position number: **14544**

Function Code: **0071-086**
Date Established: **8-15-88**
Date of last amendment: **9-11-06**

Scope of Work: Manages all Pari-Mutuel Commission financial activities and assists the executive director with all administrative duties.

ACCOUNTABILITIES:

- Performs complex and involved duties regarding management processes as they relate to all phases of Pari-Mutuel Commission operations including but not limited to finances, agency financial policy development and implementation.
- Manages all financial operations from all divisions and organizational codes, including revenue, appropriations, expenditures, investments, cash flow, budgeting, accounting, distributions.
- Manages office information technology, office personnel, procedures, contractual oversight, personnel selection and annual job reviews with oversight of employee work performances.
- Works in concert with the executive director to review the status and projections of revenue and financial activities.
- Develops procedures and controls to insure compliance with appropriate agency, state, GHRS, IFS policies.
- Analyzes expenditures and revenue status and assumes responsibility for monitoring monthly fiscal activity.
- Works with the executive director on legislative processes: budget, legislation, data worksheets, etc.
- Oversees the operation of the agency in the absence of the director.

MINIMUM QUALIFICATIONS:

EDUCATION: Masters' degree from a recognized college or university with a major study in business administration, mathematics, finance, accounting, or related field.

EXPERIENCE: Seven years experience in business finance, business administration or accounting in the public sector, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning, and evaluation or related management experience.

OR

EDUCATION: Bachelors' degree from a recognized college or university with a major study in business administration, mathematics, finance, accounting, or related field.

EXPERIENCE: Eight years experience in business finance, business administration or accounting in the public sector, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

SPECIAL REQUIREMENTS: For appointment consideration the applicant must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this job specification.

LICENSE REQUIRMENTS: Valid automobile driver's license.

RECOMMENDED WORK TRAITS: Knowledge of computer techniques and data processing software. Excellent knowledge of accounting and information processing. Knowledge of business problem solving, organization, flow-charting, and documentations. Knowledge of the principles of systematic problem solving. Ability to supervise. Ability to comprehend complex agency budget, and legislative issues. Ability to discuss function problems and impact of the computer as a management tool. Ability to work in a Microsoft Windows environment. Ability to communicate effectively with various department and division representatives. Ability to establish and maintain effective working relationships with associates and with high level employees of other agencies. Must be willing to maintain appearances appropriate to assigned duties and responsibilities as determined by the Pari-Mutuel Commission.

DISCLAIMER STATEMENT: This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. An employee may be required to perform other related duties not listed on this supplemental job description provided that such duties are characteristic of this classification.

SIGNATURES:

The above is accurate reflection of the duties of my position.

Employee's name and signature

Date reviewed

Supervisor's name and title: _____

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date reviewed

Division of Personnel

Date approved